

The following is a list of topics commonly requested by various companies and individuals. 4ITResults considers those pre-ticked are essentials that will benefit any users. When mastered most common tasks will be accomplished with confidence, accuracy and speed.

Additional topics can be added on request or existing topics can be covered in detail.

Visit www.4ITResults.com for contact details and more information.

- Configuring The Word Environment To Suit Your Needs
- Speed Up Menu & Ribbon Use With Keys
- Quick Access Tool Bar For Even More Speed
- Ribbon Modification For Efficiency
- Efficient Text Manipulation
 - Movement & Selection*
 - Cut Copy and Paste*
 - Other Keyboard Shortcuts*
- AutoCorrect (the most overlooked source of text entry speed)
- Searching & Replacing Efficiently
- Formatting For Consistent Professional Results
 - General*
 - Section Breaks and Orientation*
 - Margins and Hanging Indent*
 - Tabs*
 - Bullets & Numbered Lists*
 - Columns For News Letters*
 - Use Drop Caps For Effect*
 - Borders & Lines*
 - Watermarks*
- Templates For Consistent Results In Less Time
- Using Styles To Save Time Wasted Formatting Unnecessarily
 - Modifying Headings*
 - Managing Styles*
- Managing Bookmarks, Hyperlinks, Footnotes & Endnotes
 - Bookmarks*
 - Hyperlinks*
 - Footnotes & Endnotes*
- Headers Footers & Page Numbering
- Mail Merge A Must For A Business With Many Clients
 - Recipient Lists*
 - Creating The Target Document*
 - Merging and Printing/Emailing*
 - Using Conditional Testing*
- Table Of Contents & Indexes For A Professional Touch
 - Table Of Contents*
 - Indexes*
- Track Changes & Document Compare

- Spelling & Thesaurus Tips
- Working With Tables
- Adding Charts (Graphs)
 - Without Excel As The Source*
 - From Excel Workbook*
- Working With Images & Shapes
- Organisation Charts & Flow Charts
 - Organisation Charts*
 - Flow Charts*
- Adding Automated Fields To Save More Time
- An Introduction To Forms (for gathering data consistently)

Any other topics you want covered or topics you want covered in detail.

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